



SORRENTO PRIMARY SCHOOL

Canteen Policy

RATIONALE

The health of students is the major concern of all members of the school community and must be fostered by the development of life-long healthy eating habits. The school canteen reflects the shared school values of physical health through regular exercise and good nutrition. Therefore, the school canteen should complement, stimulate and lead the healthy eating habits of the students. As such, the canteen plays an important socio-cultural role as well as an educational one within Sorrento Primary School. Since the school canteen supplies food to children through some of their most formative years, modelling good examples of nutrition as well as supplying nutritious food is particularly important.

In the light of research showing that Australian children are now suffering poorer dental health and physical fitness, are increasingly overweight, obese and underweight, have more constipation, higher levels of fatty substances in the blood and higher blood pressure, any organization that supplies food to children must accept a level of responsibility for these issues and act to reduce the problems. Many students use the canteen regularly so food purchased there contributes significantly to their daily nutrition. Therefore, canteen food must be of the best feasible quality and nutrition, be reasonably priced and comply with the WA Government Policy and Standards for healthy food and drink choices.

AIMS

The Role of the Canteen in the School Community is to:

- Provide and promote an enjoyable, nutritious and attractively presented selection of food and drink.
- Comply with the WA Government policy and standards for healthy food and drink choices.
- Provide a reasonably priced food service to the school community.
- Help reduce health risk factors by encouraging the development of good eating habits consistent with the Dietary Guidelines for Children and Adolescents.
- Provide foods recommended by the School Canteen Association.
- Develop an appreciation of the social, ethnic and cultural aspects of foods, as well as nutritional aspects.
- Provide students with practical learning experiences about making healthy food choices that reinforce nutrition programmes.
- Encourage courtesy and consideration among all personnel using canteen facilities.
- Provide an opportunity for parent and community involvement in childrens' educational environment.
- Use the canteen to promote Health Promotions such as Fruit and Vegie Week, Healthy Bones Week and Teeth Week.
- Promote government and non-government health agencies such as the National Heart Foundation and Healthways.

OPERATIONAL GUIDELINES OF THE CANTEEN

- The P & C, as the sponsoring body will manage the school canteen through a Canteen Committee, comprising at least three (3) parents and two (2) staff. In cases where a change in the method of control is proposed by the Principal, the Principal shall inform the sponsoring body (P & C) of their intention and afford its members an opportunity for full discussion with them.
- The Canteen Committee will provide support for the manager and see that the policy and supporting documentation are adhered to.
- The Canteen Committee will present a report to each general meeting of the P & C.
- The committee chairperson shall present a written report and the auditor's report to the annual general meeting of the P & C.
- The P & C shall have the right to reorganise, disband or close the committee. Such decisions are to be supported by majority vote at a general or special meeting, to which *at least* seven days notice in writing, to the school community has been given. Notice of motion for action must be given in writing, to the secretary of the sponsoring body, and must be signed by 5 financial members of the sponsoring body.
- Paid staff at the Sorrento Primary School Canteen will consist of the manager. The manager should have undertaken a Canteen Manager's training course.
- The manager is accountable to the P & C for canteen finances. Profits are returned to the P & C. Any losses of the canteen are to be covered by the P & C.
- The canteen manager is responsible for overseeing maintenance of canteen equipment. The manager will also monitor the condition of equipment and inform the P & C of needs for up-dating or replacing equipment.
- The sponsoring body must approve all canteen capital purchases exceeding \$100 by a majority vote at a general meeting, prior to purchase.
- All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the canteen shall remain the property of the canteen and be properly recorded and later accounted for at the time of stocktaking.

MENU PLANNING

The canteen menu will be consistent with the Canteen Policy. Any policy review must therefore be accompanied by a review of the menu to ensure consistency.

Changes to the policy can only be made in consultation with the school community through the Canteen Sub-Committee of the Parents and Citizens Association (P & C). The committee is to be responsive to the needs of the canteen users, but will not lose sight of nutritional guidelines based on the latest research and nutritional education best practice.

The canteen manager will determine the price structure of the canteen in line with the following guidelines:

- Set margins will not be applied to all items sold in the canteen so that healthier foods can be sold cheaper to encourage their purchase, while less healthy items can be sold at higher margins.
- Thus, less healthy foods will subsidize healthier ones, particularly fruit and vegetables.

The menu will be changed at least for winter and summer and seasonally to benefit from seasonal produce and price variations. In order to take advantage of incidental marketing and promotional opportunities (Fruit & Vegie Week, Bones Week, etc) the menu will be adjusted at least once per term. These promotions will include advertising and sale of

packaged “meal deals”, classroom activities by teachers to support the canteen’s initiatives and the linking of the canteen to whole school “theme days”. Healthier alternatives will be continually promoted through “daily healthy specials”.

NUTRITION POLICY

Nutrition is the *prime consideration* of the Sorrento Primary School Canteen. This consideration transcends all others including the need to make profits and the selection of popular food lines. If necessary, pricing policy will support this aim so that less healthy foods (amber foods) will subsidize healthier foods (green foods). The canteen shall provide foods consistent with the WA Government Policy and Dietary Guidelines for Children and Adolescents.

GREEN - FILL THE MENU Minimum 60% Encourage and promote EVERYDAY choices	AMBER - SELECT CAREFULLY Maximum 40% Do not let these foods dominate the menu and choose small serves	RED — OFF THE MENU NOT AVAILABLE
<ul style="list-style-type: none"> • Cereal foods — wholegrain cereals, pasta, noodles, rice, cous cous, quinoa • A variety of bread types including wholegrain/ wholemeal • Vegetables and legumes e.g. stuffed potatoes, corn-on-cob, baked beans, 4 bean mix, garden salads, potato salad, coleslaw (using reduced fat dressings) • Fruit, fresh and frozen, whole, fruit salad, sliced fruit • Fruit canned in natural juice • A variety of sandwich/roll fillings, preferably served with salad e.g. <ul style="list-style-type: none"> - egg - reduced fat cheese - tuna, canned in spring water or brine - lean meats i.e. roast beef - yeast spreads - hummus • Lean meats, fish, poultry • Meals[#], especially those with vegetables e.g. pasta bake, curry and rice, frittata, soup, sushi, rice paper rolls • Reduced fat dairy products including: <ul style="list-style-type: none"> - plain milk - flavoured milk (375mL or less) - cheese - plain and flavoured yoghurt • Plain water • Plain mineral water 	<ul style="list-style-type: none"> • Savoury breads such as garlic, herb and pizza bases • Reduced fat pastry items[#] • Frankfurts and sausages for hot dogs and/or sausage sizzles[#] • Savoury commercial products e.g. fish, chicken, potato portions, pizza[#] • Hamburger patties[#] • Processed meat e.g. ham, skin-free processed chicken • Assorted cakes/biscuits or muffins[#] • Sweet and savoury snack foods[#] • Plain dried fruit • Ice creams and icy poles[#] • Reduced fat flavoured milk (more than 375mL and less than 600mL) • High schools only: reduced fat coffee flavoured milk (375mL or less) • Full fat dairy products e.g. plain milk, yoghurt, cheese • Full fat flavoured milk (375mL or less) • 99% fruit juices (250mL or less) and no added sugar • Dairy desserts[#] e.g. reduced fat custard, ice cream and mousse (milk/milk alternative listed as first ingredient) <p><i>NOTE: Reduced fat dairy recommended for children over the age of 2 years</i></p>	<ul style="list-style-type: none"> • Full-fat pastry items • Deep fried food of any description • Sweet sandwich fillings including jam, nut spreads, honey or confectionery sprinkles • High fat sandwich meats including polony and salami • Confectionery e.g. chocolate, liquorice, cough lollies, fruit juice based jellies • Sweet or savoury snack items that do not meet the criteria e.g. potato chips • Soft drinks, cordial, sports drinks • Reduced fat flavoured milk (more than 600mL) • Reduced fat coffee flavoured milk drink (more than 375mL) • Full fat coffee flavoured milks all sizes • High caffeine drinks e.g. drinks containing Guarana • Chocolate coated and premium style ice-creams • Croissants, doughnuts, cream filled or iced buns/cakes, sweet pastries, slices • Fruit juice (more than 250mL) and/or with added sugar or sweetener • Water flavoured with fruit juice, sugar and/or sweetener

THE CANTEEN AND THE CURRICULUM

The canteen has obvious linkages to the school academic curriculum, particularly in the Health & Physical Education learning area. The canteen is seen as an important learning resource with additional cross-curricula links in all other learning areas (Technology & Enterprise, Science, Society & Environment, English, Mathematics, LOTE and the Arts). The teaching staff members of the Canteen Sub-Committee will be responsible for investigating and developing a school-based cross-curricula nutrition package and in promoting it across K-7. This initiative will be introduced as a school priority and be included in the School Development Plan for 2005-2006.

FOOD HYGIENE

Safe food means that it is prepared, cooked, transported and served in such a way as to retain nutrients and to minimize bacterial contamination and growth. The school canteen will comply with the *Health Act 1911 (WA)* and the *Health (Food Hygiene) Regulations 1993 (WA)*. The canteen food premises will comply with the above (1993) regulations.

- All paid staff will complete the FoodSafe Food handler Training Program or its equivalent.
- All canteen staff and volunteers are required to cover their hair and wear aprons, which will be provided by the canteen.
- Only food prepared in a commercial kitchen is to be sold through the canteen. No food baked by parents in their homes can be accepted for sale in the canteen.

OCCUPATIONAL HEALTH & SAFETY

As a workplace, the canteen will comply with all Occupational Health & Safety Regulations (1996). The Department of Education and Training has a number of policies and procedures related to health and safety. Some of these requirements are:

- All canteen staff and volunteers to be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff and volunteers to wear enclosed footwear. Shoes and heels, open sandals are not acceptable.
- Students and teachers are not permitted to enter canteen premises during normal trading hours unless it is part of a supervised school activity.
- Only canteen workers and those rostered for duty may enter canteen premises during normal opening hours.
- Children are not permitted in the canteen during normal opening hours.

DISTRIBUTION OF THE POLICY

A current copy of this policy and supporting documents will be on permanent display in the school canteen. A copy of the current canteen policy that has been signed and dated will be given to all Canteen sub-Committee members at the first canteen committee meeting following the P & C Annual General Meeting.

The policy will be reviewed and adopted every two years or as necessary.

Reviewed 14/8/17

ENDORSEMENT

We the undersigned hereby certify that this policy was adopted at the annual general meeting of the P & C held on this _____ day of _____ 20____.

President (P & C) _____

Canteen Sub-Committee Coordinator _____

Canteen Supervisor _____